

19 MAR 1973

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending
16 March 1973

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1. Clerical Test: [REDACTED] Chief, Staff Personnel

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Division, met last week with [REDACTED] of the Psychological Services Staff, concerning clerical testing. PSS officers had been asked, about three weeks ago, to examine available clerical aptitude tests and determine whether or not our Short Employment Testing (SET) was the most useful and simplest test to administer. The result of [REDACTED] study confirmed that, in his opinion, the SET was at least as good as, if not better than, other clerical tests for our purposes.

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2. Summer Intern Program: Except for two students for whom we are waiting language test results, final decisions have been made on all summer intern applicants. Processing has progressed far enough for twelve prospective interns to be scheduled for pre-employment medicals and interviews this month.

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3. Position Management:

a. A meeting was held with the Director of ELINT to discuss general organizational realignment, position alignment and general grade structure.

b. A meeting was held with the Deputy Director of Communications to discuss the positions to be reviewed at OC field stations during the period of time that the Deputy Chief, PMCD is in Africa surveying positions of the Africa Division.

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c. The survey of the Office of Security, [REDACTED]

[REDACTED] has been completed.

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d. The Domestic Contact Service survey report has been completed and is being reviewed.

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4. Interagency Advisory Group Meeting: [REDACTED]

Chief, Plans Staff, represented the Director of Personnel at the IAG Meeting of Federal Personnel Directors on 15 March. The session featured a briefing concerning the principal strengths and shortcomings of the Federal Personnel Evaluation Program. At this meeting the highlights of the new Federal proposal for streamlining and expediting appeal procedures for adverse actions were also discussed.

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5. Retirement:

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a. [REDACTED] of Retirement Affairs Division,
spent last week providing general briefings and specific
counseling to employees in the [REDACTED]
[REDACTED] Logistics [REDACTED]
Security and Communications.

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b. The pace of RAD business picked up considerably
last week. The counselors are now averaging about six sessions
daily, with more than the ordinary number of walk-ins and TDY'ers
requesting assistance.

/s/ Harry B. Fisher

Harry B. Fisher
Director of Personnel

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OD/Pers/ [REDACTED] :dpm (19 Mar 73)

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